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OFFICE OF TRAINING

NOTICE
NO. 22-55

30 September 1955

SUBJECT: Assignment of Parking Spaces

1. A reassignment of all OTR parking spaces will be made effective 5 October 1955. All existing assignments will be cancelled as of that date.

2. Requests for parking spaces must reach the Supply and Services Officer/TR, Room 1102, Alcott Hall (extension 3735) not later than 1600 hours on 3 October 1955 in order to be considered. The need for a parking space should be fully explained in each request. The explanation should include the:

a. Make, model, year, and license of each car which will use the space.

b. Name and telephone extension of each driver and rider.

c. Number of days per week the space will be used.

3. Parking permits will be assigned with the understanding that the permit will be returned to the Supply and Services Officer during any absence of the permit holder, unless his space is to be used by another member of his pool.

[redacted] 25X1A

MATTHEW BAIRD
Director of Training

Distribution: All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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CONFIDENTIAL

TO: Supply & Services Officer/TR, Room 1102, Alcott Hall

FROM: _____
(Name of Applicant)

SUBJECT: Request for Parking Permit

1. It is requested that I be allotted one parking space.

The following information is furnished:

ALL DRIVERS: (Non-OTR to be preceded by an asterisk)

Name	Tel. Ext.	License No. & State	Make of Car	Model Year

REGULAR OTR RIDERS: (Indicate number of days per week)

Name	Telephone Extension

I certify that the foregoing is correct.

_____
(Signature)

JUSTIFICATION: (Use only for official vehicle or private car used for official business).

_____
(Staff or School Chief)

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